

Internship

World Fair Trade Organization (WFTO)



The World Fair Trade Organization (WFTO) is a global network of organisations representing the Fair Trade supply chain. Membership in WFTO provides Fair Trade organisations with credibility and identity by way of an international guarantee system, a place of learning where members connect with like-minded people from around the world, tools and training to increase market access, and a common voice that speaks out for Fair Trade and trade justice.

WFTO is the home of fair traders: producers, marketers, exporters, importers, wholesalers and retailers that demonstrate 100% commitment to Fair Trade and apply the WFTO 10 Principles of Fair Trade to their supply chain. The works and achievements of its members make WFTO a global authority on Fair Trade and a guardian of Fair Trade values and principles.

The WFTO operates in around 75 countries across 5 regions (Africa, Asia, Europe, Latin America, and North America and the Pacific Rim) with elected global and regional boards. The organisation maintains a small secretariat in Culemborg (around 10 people) which coordinates the activities of the movement.

WFTO currently has a vacancy for an enthusiastic and committed

FINANCE AND ADMINISTRATION INTERN (February 2019 – August 2019)

An internship at the WFTO provides a first-hand experience of working in a global network of Fair Trade Organisations. It is an opportunity to be part of an international team and to acquire experience at a network organisation.

Tasks and responsibilities

The Finance and Administration Intern assists the team with administrative tasks mostly in the area of finances and office administration. Specific tasks include:

Financial administration: creating and sending invoices and receipts, following up on outstanding membership fees, monthly compilation of reports on membership fee collection, updating the membership database with financial figures, responding to questions from members regarding membership fees, assisting the financial officer in daily tasks.

The spring-summer internship includes specific tasks related to the WFTO Biennial Conference (September 2019 in Lima, Peru): keeping records of registrations and payments, handling correspondence with participants, cooperating with the projects and planning team on other operational tasks.



Address

WFTO World Fair Trade Organization,
Godfried Bomansstraat 8-3,
4103 WR Culemborg, The Netherlands



Phone | Email | Online

Phone: +31(0) 345 53 6487
Email: info@wfto.com
Website: www.wfto.com





Miscellaneous: the intern might be requested to assist with other office tasks and/or work with other departments on specific projects (depending on current projects).

Requirements

Fluency in spoken and written English
A well organized and detail-oriented person
Ability to be proactive and manage own work priorities
Good IT skills, including MS Office (Word, Excel...)
Eligible to live and intern in the Netherlands

Desired

Higher-education degree or studies in progress
Administration and/or accounting studies/skills are a plus
Understanding of and commitment to the philosophy of Fair Trade
Good command of Spanish or French is a plus
Experience in working in a multi-cultural setting

Conditions

Start date: February 2019
Duration: min. 6 months
Full time: 36 hours/week

Remuneration

WFTO provides a monthly allowance of €300. In addition, the organisation can cover monthly transport expenses equal or up to the monthly train subscription between Utrecht Central Station and Culemborg. This subscription comes with a 40% discount for other train travel outside of peak hours.

The board and lodging during the internship period will be at your responsibility. Due to the high cost of living in The Netherlands, applicants with an additional scholarship are strongly encouraged.

Please send your CV and a short cover letter to Mathilde Laroche at secretariat@wfto.com before the 21st November 2018. Only selected candidates will be contacted.*

Website: www.wfto.com

* Due to privacy requirements and regulations, all CVs and application letters will be deleted within 3 months of the application.



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